

Message

From: Shikha Sharma [Shikha.Sharma@aptaracorp.com]
Sent: 11/25/2013 3:08:32 PM
To: Mimi Meredith [mmeredith@setac.org]
CC: David Fischer [david.fischer@bayer.com]; Moriarty, Thomas [Moriarty.Thomas@epa.gov]; Jennifer Lynch [jen.lynch@setac.org]; Topp, Erin - Ames [etopp@wiley.com]; Stephanie Dollan [sdollan@wiley.com]; Justin - Boston Jeffryes [justin.jeffryes@wiley.com]
Subject: RE: Pesticide Risk Assessment for Pollinators

Dear Mimi,

Thanks for the quick response and for updating me on the role and participation of SETAC in this book.

I am scheduled to send the proofs by the first week of January 2014.

I look forward to work with all of you in coming months.

Wish you all a wonderful thanksgiving!

Best Regards,

Shikha

From: Mimi Meredith [mailto:mmeredith@setac.org]
Sent: 25 November 2013 20:18
To: Shikha Sharma
Cc: David Fischer; Tom Moriarty; Jennifer Lynch; Topp, Erin - Ames; Stephanie Dollan; Justin - Boston Jeffryes
Subject: Re: Pesticide Risk Assessment for Pollinators

Dear Shikha,

Thank you for including Jen and me in your correspondence with Dave Fischer and Tom Moriarty. We will be reviewing the proofs along with them, and I wanted to make sure that you're aware of SETAC's commitment to our workshop participants, which includes the roughly 50 co-authors of this book, and which we'd discussed with Justin Jeffryes of Wiley.

When the final proofs are ready, we are obligated to afford every author the opportunity to review them. Typically we post the watermarked proofs to a site where the authors can download them, and we give them 10 days to review with instructions that only errors of fact and typos can be corrected at this stage. So we propose to email all the authors during the first week of January to let them know that the proofs are nearing completion. In addition, we will advise them that SETAC uses Council of Science Editors (CSE) style so that they do not correct such things as numerals instead of spelled-out numbers or reference style that may not match what they're accustomed to...and we'll ask them to consult the CSE style guide if they are unfamiliar with it, before they mark "corrections." (Tom and Dave, we'll be glad to help you out in that regard as well.) We would then consolidate those corrections and send to you.

Please let us know if you have concerns in this regard. Jen will be taking over for me beginning 1 January, so I use the term "we" loosely...but I know you will enjoy working with her.

Best regards,

Mimi

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The Society of Environmental Toxicology and Chemistry (SETAC) is a not-for-profit, worldwide professional organization comprised of individuals and institutions dedicated to the study, analysis and solution of environmental problems, the management and regulation of natural resources, research and development and environmental education. Our mission is to support the development of principles and practices for protection, enhancement and management of sustainable environmental quality and ecosystem integrity.

On Nov 25, 2013, at 5:54 AM, Shikha Sharma wrote:

Dear Drs. Fischer and Moriarty,

Hope you are doing well.

My name is Shikha Sharma and the production of the above title has been assigned to me. I will be responsible for overseeing all stages of production, composition, proof trafficking and general quality control to final typeset copy. Upon completion of these stages, I will then forward the final copy to Erin Topp at Wiley.

My job as Project Manager here at Aptara is to ascertain that your book is of the highest quality possible. I assure you that I will eagerly put forth a great deal of effort and energy on the inputs I have received, and I guarantee you that the finished product will be one that you can be proud to say is your own.

Your book is currently being copyedited and you will be receiving the editor's queries in batches. I have attached the first batch of queries. Chapters 1 and 2 do not have any query. I request you to send the responses to these queries back, if possible, by **November 30**. We will then incorporate the responses into the edited files and typeset the page proofs. Please do not send the entire chapter manuscript again but just the responses to the queries.

You will be receiving the first proofs for your title by **the first week of January'14**. Once the proofs are sent; I will send notification to you. Also, once you receive the page proofs, you would have about 02 weeks time to review them and send them back to me with the corrections that you have. Please let me know if you would require a hardcopy set as well.

I look forward to working with you.

I hope that you will not hesitate to contact me, if you have any questions or problems.

Best Regards,

Shikha

Shikha Sharma

Project Manager

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